

DOCUMENTS CROSS-REFERENCED  
ATTACHED:

ER 85-3251

C O N F I D E N T I A L

DDA 85-2905/1

3 SEP 1985

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Problems in Accounting for CIARDS Time

REFERENCE: Memo for DDA fm ExDir, dtd 16 August 1985,  
Same Subject

Jim:

1. The concerns raised by the DCI/MAG on accounting for CIARDS time are ones that we share and indeed steps have already been initiated to ensure consistency in reporting and documenting overseas service. While there has been a procedure in effect where the Office of Finance, Central Travel Services, and components report PCS and TDY service (on form 1451a) to the Office of Personnel, Transactions and Records Branch (OP/TRB) for recording in the computer, we recognize this has not been applied consistently by all involved. Thus, to properly document the procedures and to set forth standard reporting requirements, the Office of Personnel has in preparation a new Headquarters Handbook which will provide specific instructions on how and by whom reporting is to be accomplished. The Handbook will be distributed to all components of the Agency and will help ensure that all overseas PCS and TDY travel is being documented on a timely basis. A Headquarters Notice will also be distributed advising employees of this procedure.

2. The DCI/MAG also recommended that employees sign the 1451a. However, for a number of reasons, employees would not always be readily available to take this action and we would not want to delay reporting for this requirement. As an alternative, the information containing specific travel dates will be available to employees upon request through their personnel officers or the OP/TRB. This same information will be included in the Headquarters Notice.

Harry E. Fitzwater

## Distribution:

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OP/RD/RE  (28 Aug 85)

C O N F I D E N T I A L

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Executive Registry

85-

3251

16 August 1985

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Executive Director  
SUBJECT: Problems in Accounting for CIARDS Time

Harry,

Attached you will find an issue which the DCI MAG believes deserves the attention of senior management. This suggestion seems sensible to me, but maybe there's a better way to meet the MAG's objective. Would you have someone look into this and get back to me with your comments and proposed course of action?

Thank you.

Attachment:  
As stated

cc: ES  
DCI MAG

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OK  
*[Signature]*

DCI/MAG Issue Statement

ISSUE: Problems in Accounting for CIARDS Time

25X1 BACKGROUND: MAG members expressed concern that Agency employees  
sometimes meet the CIARDS qualification of five years of overseas  
25X1 service yet Agency records do not reflect this service. [redacted]  
states that the Director of Personnel is responsible for the  
administration of CIARDS. [redacted] states that the completion  
of 60 months of qualifying service is one of the criteria for  
CIARDS. MAG members could not identify any regulation that  
addressed the mechanism for recording and monitoring the completion  
of qualifying service; hence, the interested Agency employee also  
does not have ready access to such information in order to ensure  
that the proper administrative paperwork is completed.

RECOMMENDATION: The appropriate regulations should be revised  
to include the requirement for the completion of Form 1451a  
(Overseas Service Report) for any travel that applies to creditable  
service for CIARDS. The responsibility for ensuring that this  
form is prepared and forwarded to the Office of Personnel should  
be delegated to a designated office, possibly B&F (since the  
CIARDS form could then be completed when the travel accounting  
is presented for certification.) It is also recommended that  
this form be revised to require the signature of the traveler and  
a copy sent to the Office of Personnel. These minor revisions  
will allow the prudent Agency employee access to information which  
will allow him to assist in monitoring his creditable service  
for CIARDS, ensure that Finance Officers are aware of the  
requirement for the completion of Form 1451a, and provide the  
employee with the opportunity to actively participate in the  
administrative process of recording creditable CIARDS service.

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